

JOB DESCRIPTION

Senior Document Analyst (Dissemination) GS-11

1. Under direct supervision of the Chief of the Dissemination Section, the Senior Disseminator is generally responsible for the thoroughness and accuracy of the dissemination of intelligence reports from all sources performed by disseminators assigned to him.
2. Assists in training new disseminators and reviews the work of all disseminators assigned to him.
3. Serves as consultant and adviser to the disseminators on the application of the Dissemination Directory and participates in formulation and development of dissemination rules and procedures.
4. Distributes daily work load of documents to disseminators in his group as determined by the Section Chief in order to insure maximum utilization of manpower and to eliminate backlogs.
5. Maintains necessary records and working tools to facilitate the dissemination of reports.
6. Keeps Chief of Section apprised of strengths, weaknesses, and overall performance of each disseminator.
7. Release functions.
8. Coordinates the dissemination of finished intelligence studies and reports with the producing offices and maintains the necessary records.
9. May be required to act as Section Chief in the absence of the latter.